

# Direct Deposit Authorization Form

Request for Electronic Funds Transfer (EFT) of MTRS retirement benefits

INSTRUCTIONS: You should complete this form if you are now receiving a monthly benefit allowance:  
■ in the form of a mailed check and you wish to receive your payment via direct deposit; or,  
■ via electronic funds transfer and you want to change the account to which your payment is deposited.  
Please see page 2 of this form for additional information and instructions.

## PART 1

### BENEFIT RECIPIENT DATA

- a) Social Security number . . . . . XXX-XX-XXXX
- b) Name . . . . . Last   
First  MI
- c) Mailing address . . . . . Number and street   
City  State  ZIP   
☐ If this is a new address, please check box
- d) Home phone number . . . . .  -

### DIRECT DEPOSIT AUTHORIZATION

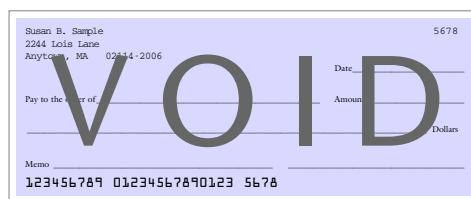
Pursuant to 807 CMR 18.00, you must receive your monthly retirement allowance payments by direct deposit to your bank account (also known as an electronic funds transfer, or EFT).

**Your payment may be deposited to one account only.** Please provide the following information:

- a) Name of financial institution . . . . .
- b) Type of account (check **ONE** only)

☐ **CHECKING**

You must attach a VOIDed check.



**OR**

☐ **SAVINGS**

Bank ABA routing number  
(9 digits, usually along the bottom left of deposit slip)

Savings account number (no dashes or spaces)

Your deposit slip may have these numbers, or you can call your bank for the information. Some financial institutions have unique ABA routing and account numbers for electronic payments. To avoid any delay, verify your ABA routing and account numbers with your financial institution before completing this process.

- c) Are you having your payments deposited to a U.S. bank and then forwarded to a bank in another country? . . . . . ☐ Yes ☐ No

d) I hereby authorize the electronic funds transfer of my monthly benefit allowance from the State Treasurer to the bank and account designated above. The State Treasurer is also authorized to make any adjustments (debit or credit) as a result of errors in transfer. This authorization shall remain in effect until revoked by me in writing to the MTRS or by the State Treasurer.

Recipient's signature



Date

## MORE INFO

Pursuant to 807 CMR 18.00, you must receive your monthly retirement allowance payments by direct deposit to your bank account (also known as an electronic funds transfer, or EFT). Please note:

- In some cases, your **first** retirement payment *may* be sent to you in the form of a check mailed to your home. We work with the State Treasury to test your electronic funds transfer before your first direct deposit is made and, depending on when in the month your test is processed, there may be a one-month delay in your receiving your payments via direct deposit.
- Direct deposit statements are **not** mailed to you every month. Once your direct deposit starts, you will receive a statement in the mail detailing your monthly benefit and deductions. After this initial statement, you will receive a statement only: when there is a change in the amount of your deposit from the prior month; when we wish to use the message area in the statement stub to notify all retirees of special news; or at the end of December, when we provide you with a year-end summary of your benefits.
- It is necessary that you always keep your address up to date with us, and that you notify us of any changes at least 30 days in advance. This is especially important as direct deposit statements will **not** be forwarded by the post office.
- Pursuant to International Automated Clearing House Transactions (IAT) Rules, you must let us know (in Section c, below) if you are having the entire amount of your monthly benefit payment deposited directly to a U.S. bank and then forwarded to a bank in another country. Additionally, if at any time in the future, the status of your direct deposit changes (in other words, you either start or stop having your payments forwarded to a bank in another country), you must update your information with us by filing a new Direct Deposit Authorization form.
- After you have completed Part 1, please review your form and then send it to our Main Office (address on front of this form).

Direct Deposit is a safe, convenient way to receive your retirement allowance. You don't have to worry about a check being stolen or lost in the mail, or having to cash the check on your own!